

**Oregon State University Libraries
Digital Image Formats and Standards**

Text

	Spatial Resolution	Bit Depth	File Format
Master Files	600 pixels per inch (PPI) capture resolution	8-bit greyscale; 24-bit color; (bitonal for typeset pages with typeface 7 pt and above)	TIFF (lossless compression)
Access Files	800 x 600 or better	8-bit greyscale; 24-bit color	JPEG (medium quality compression) or JPEG2000 (lossless) with optional PDF
Access File (PDF)	300 pixels per inch (PPI) capture resolution	Bi-tonal black and white (all text); 8-bit greyscale (text + images)	PDF with minimal compression; OCR'd
Thumbnail	100 X 100 and up to 400 x 400 pixels across the long dimension	4-bit grayscale, 8-bit color	JPEG or GIF or PNG

Photographs and other graphic materials

	Spatial Resolution	Bit Depth	File Format
Master Files	600 pixels per inch (PPI) capture resolution	8-bit greyscale; 24-bit color; (bitonal for typeset pages with typeface 7 pt and above)	TIFF (lossless compression)
Access Files	800 x 600 or better	8-bit greyscale; 24-bit color	JPEG, medium quality compression or JPEG2000 (lossless)
Thumbnail	100 X 100 and up to 400 x 400 pixels across the long dimension	4-bit grayscale, 8-bit color	JPEG or GIF or PNG

Photo negatives/slides

	Spatial Resolution	Bit Depth	File Format
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Master Files	3200 pixels per inch (PPI) capture resolution	8-bit greyscale; 24-bit color; (bitonal for typeset pages with typeface 7 pt and above)	TIFF (lossless compression)
Access Files	800 x 600 or better	8-bit greyscale; 24-bit color	JPEG, medium quality compression or JPEG2000 (lossless)
Thumbnail	100 X 100 and up to 400 x 400 pixels across the long dimension	4-bit grayscale, 8-bit color	JPEG or GIF or PNG

Maps

To be determined

Other resources

Western States Digital Imaging Best Practices --

http://www.cdpheritage.org/digital/scanning/documents/WSDIBP_v1.pdf

California Digital Library Digital Image Format Standards --

<http://www.cdlib.org/news/pdf/CDLImageStd-2001.pdf>